

COTTONWOOD HEIGHTS
1265 East Fort Union Blvd., Suite 250
Cottonwood Heights, UT 84047

Request for Statements of Qualifications

Employee Appeal Board

The city of Cottonwood Heights (the “City”) is soliciting statements of qualifications (“SOQs”) from qualified individuals to act as the City’s “Employee Appeal Board” (the “Board”) under chapter 2.180 of the City’s code of ordinances (the “City Code”). For purposes of any specific appeal, the Board will consist of one individual selected by the city manager (the “Manager”) with advice and consent of the city council (the “Council”). The Manager may maintain a roster of individuals who are qualified and may be available for appointment as the Board member for any specific appeal. The SOQs are being hereby solicited in order to generate such a roster.

The Board is authorized to hear appeals of certain City employees under UTAH CODE ANN. sections 10-3-1105 to 1106, and chapter 2.180 of the City Code. The Board serves as the review authority for employees who are aggrieved by discipline or remedial action imposed by the City’s administration.

QUALIFICATIONS: The Board member shall be a member of the Utah State Bar in good standing or another qualified individual who has expertise in municipal employment matters.

TERM: The Board member shall serve for the term of office established in the resolution approving the appointment, which shall not exceed four years. The Board member is subject to removal by the Manager with advice and consent of the Council at any time, with or without cause. For example, the Board member may be removed if the Manager determines that any condition or relationship exists which may prevent the Board member from performing its duties with appropriate expertise and impartiality. If a Board member declines or is disqualified from participating in a hearing, that Board member shall be replaced for the purpose of that hearing, or permanently, by another Board member appointed by the Manager.

STANDARD OF REVIEW. The standard of review to be used by the Board in appeals is set forth in chapter 2.180 of the City Code.

COMPENSATION: \$150 per hour for time spent in hearings and in reasonably associated research and preparation. Detailed billings, including time records in 1/10 hour increments, are required.

SUBMISSIONS: Sealed SOQs will be received by the City Recorder’s office, 1265 East Fort Union Blvd., Suite 250, Cottonwood Heights, UT 84065 until **Monday, January 6 2014 at 5:00 p.m.** SOQs received after that deadline will be considered late and will not be opened. Facsimile or email transmitted bids will not be accepted.

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